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The Project that Hurts Your Head: Simple Project Management for the Innovating Law Librarian

Cynthia Bassett

University of Missouri Law School, bassettcw@missouri.edu

Resa Kerns

University of Missouri School of Law, kernsr@missouri.edu

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The Project That Hurts Your Head:

Simple Project Management for the Innovating Law Librarian



Cynthia Bassett
Electronic Services Librarian
University of Missouri



Resa Kerns
Assoc. Law Librarian for Emerging Technologies
University of Missouri



- Has a START and an END
- Focused on achieving a specific outcome
- Might have a budget
- May require a team, or it may be just you
- It can't be done using your standard operations

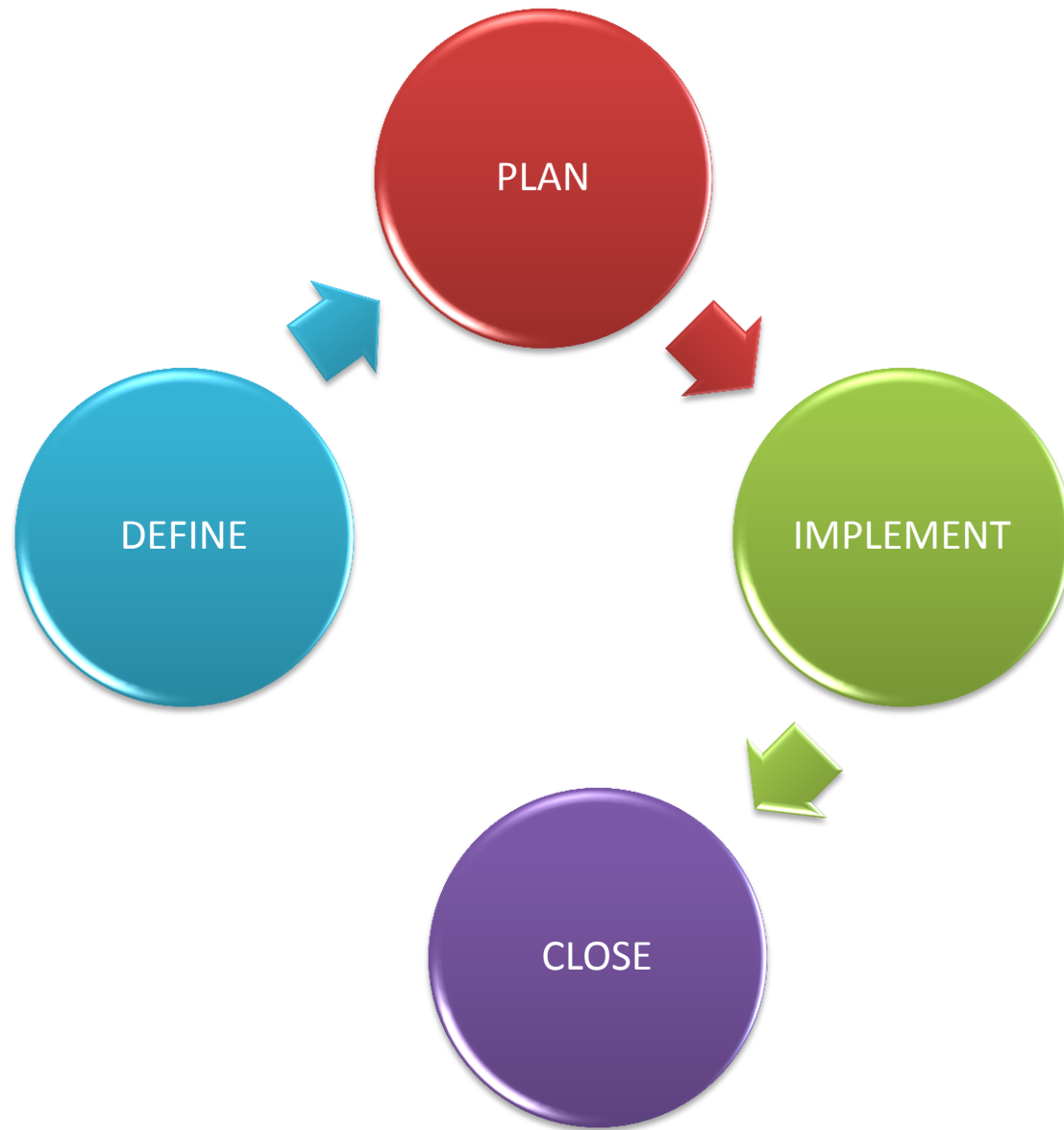


**I can see no way in which this
carefully laid plan could ever fail.**



**KEEP
CALM
AND
SIMPLIFY**







The nicest thing about not planning is that failure comes as a complete surprise, rather than being preceded by a period of worry and depression.

-- Sir John Harvey-Jones



What's the
project?

DEFINE THE PROJECT

WHY

What problem needs solving?

WHAT

What will be done?

WHO

Who will be involved?





PLAN THE WORK

What has to be done to accomplish [your desired outcome]?

Break Down the Work



University of Missouri Institutional Repository Installation

Faculty Publications

Target Completion Date: August 1, 2013

Goal: To have loaded all permissible faculty publications back to 2000 into the Institutional Repository

Date Due	Action Item – Set Up	Responsible
	Name repository	Needra and Cindy; 2 categories - 1 formal and 1 informal
	Determine URL	Needra, Cindy, Scott
	Determine Launch Date	Randy, Needra, Cindy
	Arrange Design Tour	Cindy
	Complete Design	all
	Complete Set Up Form	Cindy
	Revise IR design and finalize	Randy, Needra, Cindy

Date Due	Action Item - Permissions	Responsible
	Write letter asking faculty for permissions to post to IR	Randy
	Send letter to faculty	Randy
	Track faculty permissions	Cindy
	Write letter to affected law journals requesting permission to post to IR	Randy
	Track journal permissions	Cindy

Date Due	Action Item – Load Articles	Responsible
	Determine workflow for obtaining and loading articles	
	Determine metadata standards	
	Hire and train student workers	
	Compile list of articles to load	
	Request use of articles from Hein	
	Download Hein articles	

Schedule the Work



- Identify dependencies
- Sequence tasks



Implementing the Plan



Experience is just
another word for ...



Team Work

Or this...



Common team issues

Issue

1. Team lacks a skill
2. Key member leaves
3. Too chatty
4. Infighting
5. Working on wrong task
6. Quality of work is poor

Solution

Training
Add a member
Cross train
Disrupt cliques
Add a member
Solutions, not blame
Focus on issue at hand
Clear direction on
priorities
Review regularly
Assign in pairs
Training



Plan Effective Meetings

Motivate Your Team





Or not.

Scope Creep



Anna L. Hanford ©
Lilmsnrtas@aol.com

Solution



Eric M. Martin

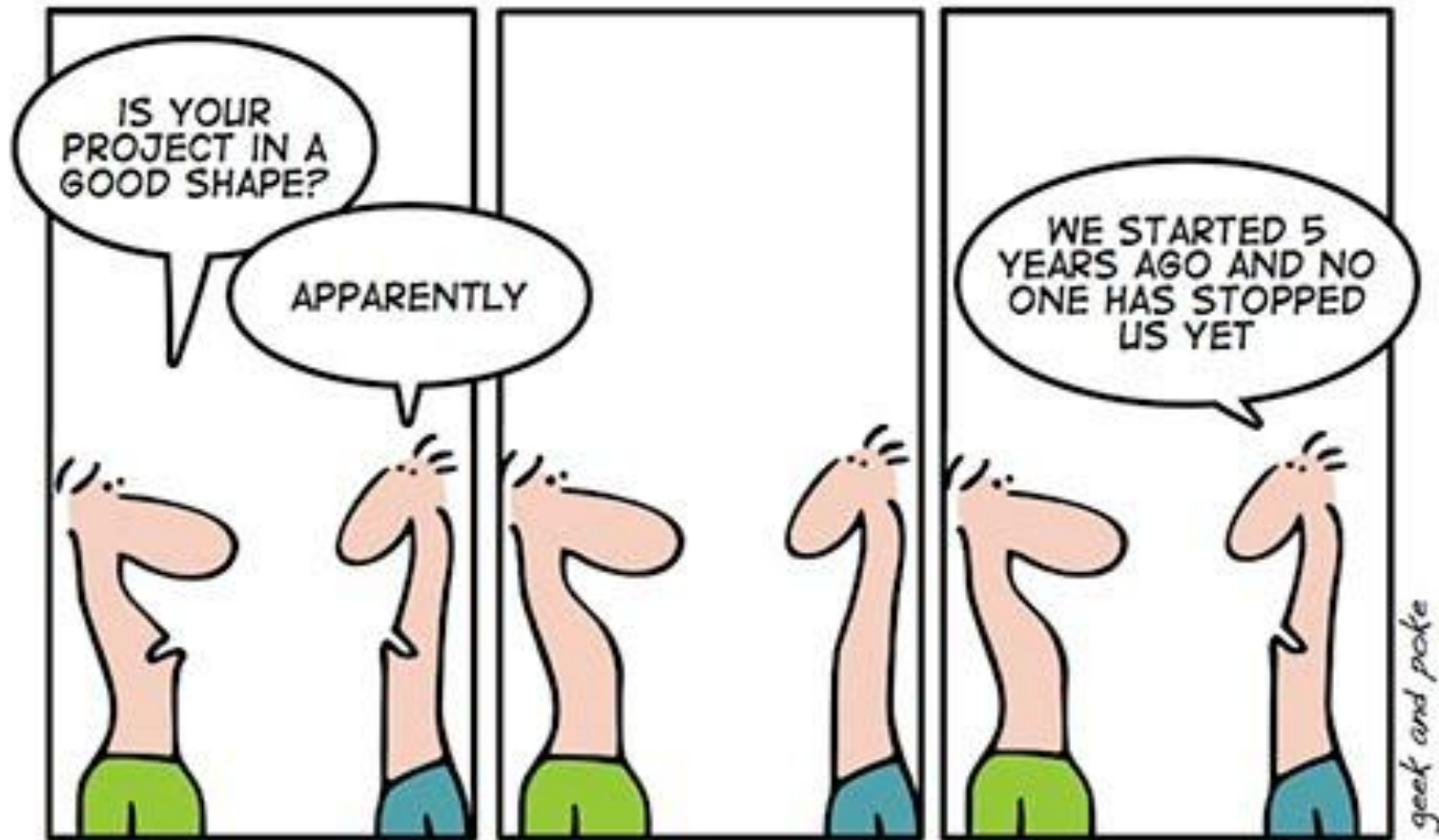
Communication



Closing it out



Perfectionism



ONE YEAR IN A IT PROJECT - DAY 19

- ☒ Excellent
- ☐ Very good
- ☐ Good
- ☐ Average
- ☐ Poor

Postmortem

Celebrate



Terminate





Cindy Bassett

bassettcw@missouri.edu

Resa Kerns

kernsr@missouri.edu